

# City of San Antonio

## Bidder's Mailing List Application

Complete all information and insert N/A if not applicable. Type or print all entries.

Applicant's Name: _____ Address: _____ _____ Telephone Number:(     ) _____ Fax Number:(     ) _____ Email Address: _____	Indicate Commodities/Services Sold: _____    Tax ID #: _____
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### Type of Business Enterprise

Male Owned	Female Owned
Small Business	Large Business
Handicapped	Not Handicapped

Non-Minority Check Type:	Minority American Indian African-American Hispanic Other _____
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Has certification as a minority firm been made?    Yes    No    If yes, by what agency? \_\_\_\_\_  
Date of Certification: \_\_\_\_\_

### Organization Structure

Individual    Partnership    Non-profit Organization    Corporation under the Laws of the State of \_\_\_\_\_

### Names of Officers, Owners, or Partners

_____ President	_____ Vice President	_____ Secretary
_____ Treasurer	_____ Owners or Partners	

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### Notice

Failure to respond to an invitation for bids may result in your removal from the bidder's list unless you specifically ask to be retained. A response may be in the form of a bid or acknowledgement of receipt with a request to be retained on the mailing list. We reserve the right to remove the applicant from the mailing list for non-payment of taxes, default of a contract, application for bankruptcy, or conviction of fraud or other felony offense.

The City routinely publishes public notices concerning proposed purchases in any or all of the following daily newspapers: Commercial Recorder, San Antonio Express-News

### Certification

I certify that information supplied herein (including all pages attached) is correct and that neither the applicant nor any person (or concern) in any connection with the application as a principal or officer, so far as is known, is now declared ineligible from bidding for materials, supplies, or services.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title of Person Authorized to Sign (Type or Print)

## Definitions

**Small Business Enterprise:** A corporation, partnership, sole proprietorship or other legal entity for the purpose of making a profit which is independently owned and operated and which meets the U.S. Small Business Administration (SBA) size standard for a small business. All firms meeting these thresholds will be considered a SBE.

**Female Owned Business Enterprise:** A sole proprietorship, partnership, or corporation, owned, operated and controlled by women who have 51% ownership. The women must have operational and managerial control, interest in capital, and earnings commensurate with the percentage of woman ownership. To qualify as a Woman Business Enterprise, the enterprise shall be headquartered in Bexar County for any length of time, or shall be doing business in a locality or localities from which the City regularly solicits, or receives bids on or proposals for, City contracts within the Woman Business Enterprise's category of contracting for at least one year.

**Minority Business Enterprise (MBE):** A sole proprietorship, partnership, or corporation, owned, operated, and controlled by a minority group member(s) who have at least 51% ownership. The minority group member(s) must have operational and managerial control, interest in capital, and earnings commensurate with the percentage of ownership. To qualify as a Minority Business Enterprise, the enterprise shall be headquartered in Bexar County for any length of time, or shall be doing business in a locality or localities from which the City regularly solicits, or receives bids on or proposals for, City contracts within the Minority Business Enterprise's category of contracting for at least one year.

**Handicapped Owned Business Enterprise:** Means a sole proprietorship that is owned and controlled by a handicapped individual; a partnership at least 51% of whose assets or partnership interests are owned by one or more handicapped individuals; or a corporation at least 51% of whose assets or interests in the corporate shares are owned by one or more handicapped individuals. A handicapped individual is a person with a physical or mental condition which substantially limits one or more major life activity.

**Share in payments:** Partners, proprietors or stockholders of the enterprise, as the case may be, shall be entitled to receive 51% or more of the total profits, bonuses, dividends, interest payments, commissions, and any other monetary distribution paid by the business enterprise.

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City of San Antonio - Purchasing and General Services  
P.O. Box 839966  
San Antonio, Texas 78283-3966

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STAPLE